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ABSTRACT

This guide was developed as a "how to" training device for printing word processor files using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for file loading, selecting the print option, and printing files. For each procedure, a diagram of the screen display is included. (GL)

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PRINTING APPLEWORKS V1.3 WORD PROCESSOR FILES USING THE APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Printing AppleWorks V1.3 Word Processor Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to print word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk upon which is stored, a word processor file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to print word processor documents. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are our's.

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DIRECTIONS

01. File Loading. Bring the word processor file with which you wish to work to the desktop. Your monitor screen will appear similar to the example shown in Figure 1.

```
File: WP00920.006              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
--------Right Margin:  0.5 inches
--------Left Margin:  0.5 inches

--------Chars per Inch: 6 chars
--------Centered
              ^INTRODUCTION^

--------Chars per Inch: 10 chars
--------Justified
    "Printing AppleWorks V1.3 Word Processor Files Using The Apple IIe
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If the document is to be used as it was intended at the time of
-------------------------------------------------------------------------------
Type entry or use @ commands          Line 78  Column 27        @-? for Help
```

Figure 1. The Monitor Screen Showing An Example Word Processor File.

02. Selecting The Print Option.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 2).

```
File: WP00920.006                    PRINT MENU          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
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If the document is to be used as it was intended at the time of
-------------------------------------------------------------------------------
Print from?  Beginning  This page  Cursor
```

Figure 2. The Monitor Screen After Selecting The Print Option.

03. Printing The File.

a. Use the ARROW keys to highlight the type of printing you want to do.

b. Press the RETURN key once (see Figure 3).

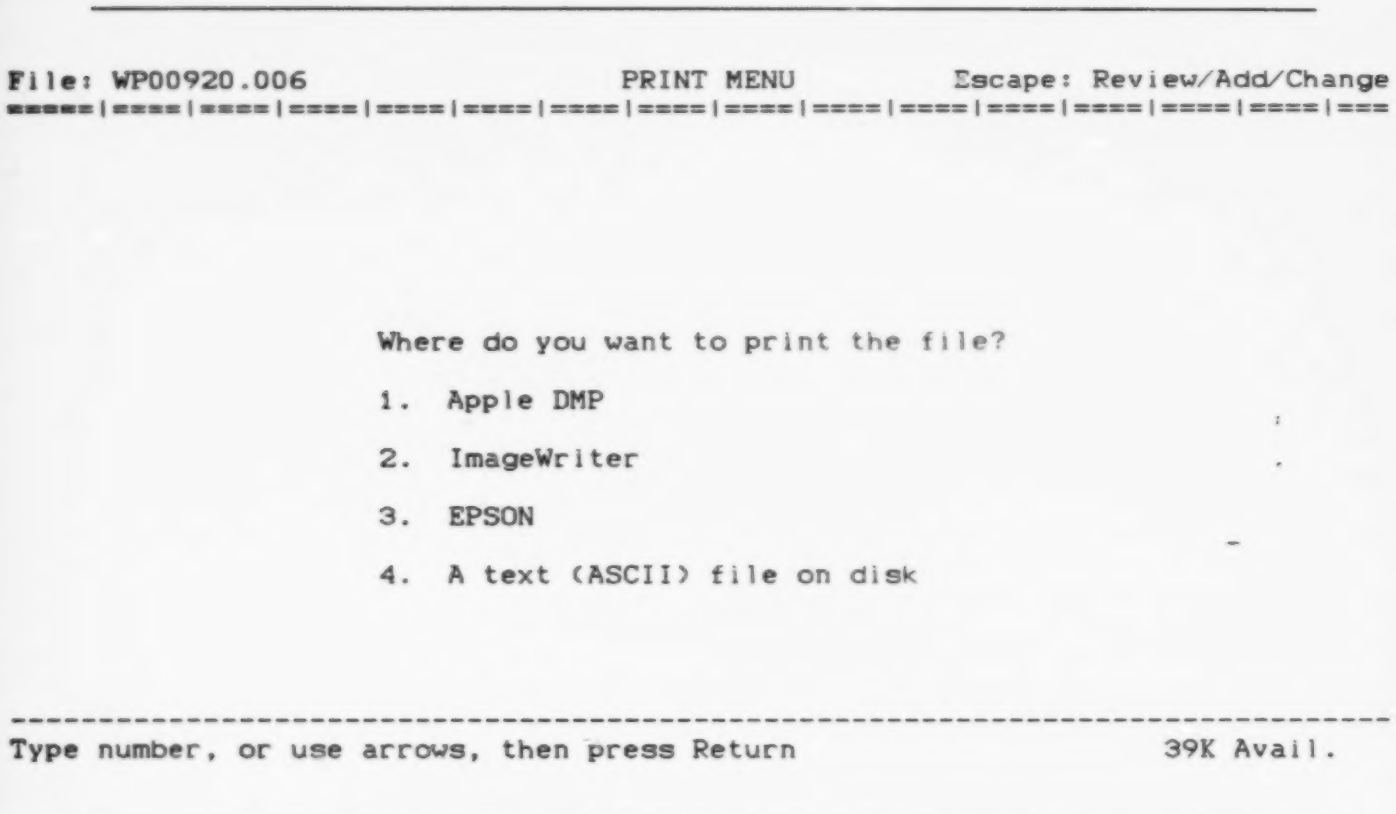
File: WP00920.006 PRINT MENU Escape: Review/Add/Change
Where do you want to print the file?
1. Apple DMP
2. ImageWriter
3. EPSON
4. A text (ASCII) file on disk
Type number, or use arrows, then press Return 39K Avail.

Figure 3. The Monitor Screen After Selecting The "Beginning" Option.

c. Use the DOWN-ARROW key and highlight the type of printer used with your equipment.

d. Press the RETURN key once (see Figure 4).

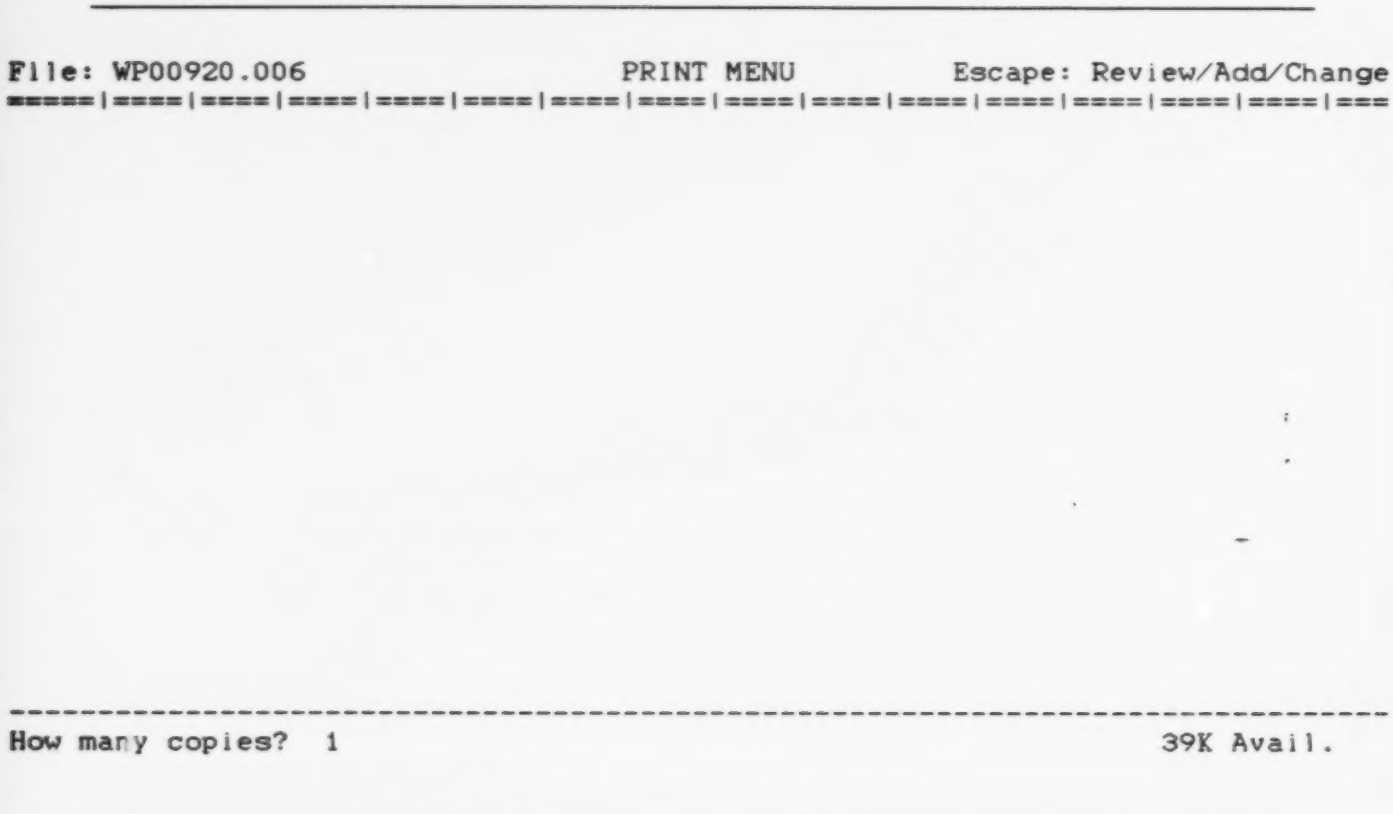

Figure 4. The Monitor Screen After Entering The Printer Type.

e. Type the number of copies you wish the computer to print (see Figure 5).

File: WP00920.006 PRINT MENU Escape: Erase entry

How many copies? 6 39K Avail.

Figure 5. The Monitor Screen Showing The Number Of Copies To Be Printed.

f. Insure that your printer is on, has paper fed to it and so on.

g. Press the RETURN key once. Your should print your document and, following completion of the print operation, return the document to the monitor screen again (see Figure 6).

```
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======|====|====|====|====|====|====|====|====|====|====|====|====|====|===
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--------------------------------------------------------------------------
Type entry or use @ commands          Line 78  Column  8       @-? for Help
```

Figure 6. The Monitor Screen After Completion Of The Printing Process

04. Additional Help. If you need additional help printing your document, consult the AppleWorks user's manual.